

CCPC Board of Governors
Minutes
Wednesday December 12, 2018
Delores Bowman Auditorium
6 pm

Roll Call

CCPC Board members present: Luwana Pettus-Oglesby, Prencis Wilson, Dr. Philip Lichtenstein, Robert Brown, Pamela J Adams, Leroy Mitchell, Ki-Afi Ra Moyo, Keith Deaton, Caroline Moore, Carrie Douglas, and Donald Washington.

Senior Staff Present: Joyce Tate, Phyllis Richardson, Dr. Camille Jones, Dr. Marilyn Crumpton, Jim Wimberg, D. Jill Byrd, Commissioner Moore, Rosemary Stemerick Angela Robinson, Holly Blackley, Brenda Dixon, and Nancy Carter

Guest: Ashley Colmenero, Casey Kuchera, Chris Heitker

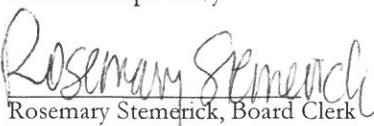
| Topic | Discussion | Action/Motion | Responsible Party |
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| Call to Order/Moment of Silence | Meeting was called to order 6:02 pm | | Prencis Wilson |
| Roll Call | | Quorum of 9 | Rosemary Stemerick |
| Minutes | | Minutes approved and Filed from October and November 2018 | Rosemary Stemerick |
| CFO Interview Panel (Added as amendment to original minutes) | A question was raised as to why CCPC board did not have representation at the CFO interview/ CFO interview panel. It is important that the CCPC board members are present for future endeavors and all CCPC members are considered due to availability. | It was discussed that due to personal conflicts and other emergencies, there was no CCPC board representation on the CFO search panel. The importance of having proper representation was discussed at the board meeting and members were encouraged to serve when needed. | Robert Brown Joyce Tate |
| Open Encounter Report/ Open Encounter Policy Revision (Nurse, Medical Assistant, and Provider Documentation Policy) | It was discovered that CHD had 2400 open encounters since July 2011. A thorough review of the open counters was conducted and it was determined roughly 200 open encounters were billable. Estimated loss was around 10-50K. Due to this loss, the Nurse, Medical Assistant and Provider Documentation Policy was revised to reduce the time to close an encounter. It was changed from 10 days to 3 days or 72 hours. | Policy-Motion Passed. Quorum 9 Policy signed and Filed Motion: Pamela J. Adams 2 nd : Luwana Pettus-Oglesby | Joyce Tate |
| Elm Street Health Center Name Change | In May/June 2018 the idea of remaining the Elm Street Health center was discussed. The charge was by councilperson David Mann. It was suggested at this time to rename the health center after former Mayor and health department supporter | Elm Street Health Center has been officially renamed to the Bobbie Sterne Health Center in a ceremony on Friday December 14, 2018. Signage was installed to reflect the new name. | CCPC Board Minutes December 2018 Page 1 |

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| Elm Street Health Center Name Change Conf.... | and advocate Bobbie Sterne. This idea was approved by City Council and the City Administration and was discussed with the Board of Health. 1525 Elm Street is owned by the City of Cincinnati. | | Joyce Tate Commissioner Moore |
| Board and Committee Meeting Participation | A friendly reminder that CCPC board members stay committed to their role on the board and committees. Participation is required from each member. | | Joyce Tate |
| Effective Board Meeting-NACHC | A handout was provided to all CCPC board members to review and retain in their board manual. | The handout was titled: Improving the Effectiveness and Conduct of Health Center Board and Committee Meetings. | Joyce Tate |
| Annual Board Self-Assessment | The Board Self-Assessment was distributed and CCPC board members were asked to fill out and return by January 2019 meeting. | Complete Board Self-Assessment and return to Rosemary by January 2019 board meeting. Will revisit in January 2019. | Joyce Tate/Rosemary Stemerick |
| Conflict of Interest/Disclosure Form | The annual conflict of interest/disclosure form was distributed to CCPC board members and staff to fill out and return by January 2019 meeting. | Read, sign and return signature page to Rosemary by the next board meeting. Will revisit at January 2019 meeting | Joyce Tate/Rosemary Stemerick |
| New Board Member Application | The form was distributed to CCPC board members as a reference to make copies and have interested candidates fill out forms | Interested candidates are required to fill out the form and return to the CCPC board. | Joyce Tate/Rosemary Stemerick |
| Health Center Dashboard/Financial Report | The financial report ending four months October 31 ,2018 was provided and discussed. This included health center and school health performance measures including total medical, dental and vision visits. Summary of Cost for health center and school health including payroll, fringe benefits, medical supplies, dental supplies, pharmacy purchases, grant passthrough, Dental labs, OCHIN costs, Uninsured Lab Costs, and non-personnel costs. | Handouts provided. | Jim Wimberg |
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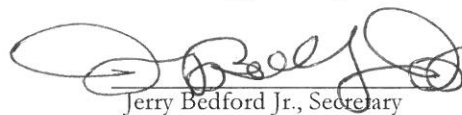
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| Credentialing/ Delineation of Privileges (DOP) | Credentialing and DOP for Sarah Roberts–Optometrist; Amy Lawrence–Dental Assistant; Keisha Wilson–Dental Assistant; Re–privileging for Helen Weiss–MD; Hazel Kanu–MD; and Lauren Gering–NP. A list from the National Practitioner Data Bank that identifies the name and licensure of each individual was verified and distributed to CCPC board members. | Motion Passed: Quorum 9 Motion: Luwana Pettus–Oglesby 2 nd : Keith Deaton | Phyllis Richardson |
| Avondale/UC Operating Agreement Update | Proposed Operating Agreement Subcommittee will reconvene, meeting TBD. Subcommittee members from CCPC board include; Robert Brown, Ki–Afi Ra Moyo, Luwana Pettus–Oglesby, Keith Deaton and Prencis Wilson. Other committee members include: Jeff Brewster, Carrie Douglas, Dr. Bhati, Dr. Hackworth, Commissioner Moore, CEO, and representation from Law Department. | Tentative start date of Health Center July 1, 2019 | Commissioner Moore |
| Update CEO/CFO Positions | CEO deadline is December 15, 2018. Currently 59 applicants for the position. Human resources are looking through applications to determine minimum qualifications. Top 3 candidates will be interviewed by CCPC board. Second around of interviews will be conducted by Board of Health and CCPC Executive Committee. CFO interviews were concluded a decision had not been made at this time. | Updates will be provided at next CCPC board meeting. | Commissioner Moore |
| Walnut Street Health Center Lease Agreement | The health department will sign a month to month lease agreement with Talbert House. This lease agreement will require a 120–day notice (3 months) to exit the lease agreement. This will allow a thorough assessment of providers, hours of operation, services and client population. Also, considering the possibility of an urgent care facility. This will be determined once an assessment is conducted and resources and services are determined. | Motion Passed Quorum 9 Motion: Pamela J Adams 2 nd : Leroy Mitchell | Commissioner Moore |
| Carrie Douglas | Carrie Douglas is a Board of Health member who has taken Ron Robinson’s position as an Ex–Officio member on the CCPC board. | Welcome | Commissioner Moore |
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Meeting Adjourned: 7:40 pm
 Next Meeting Wednesday January 9, 2019
 Minutes Prepared by:

Minutes Approved by:


 Rosemary Stemerick, Board Clerk

Date 1/9/19


 Jerry Bedford Jr., Secretary